



# Haryana Government Gazette

## EXTRAORDINARY

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### HARYANA GOVERNMENT

#### PUBLIC HEALTH ENGINEERING DEPARTMENT

##### Notification

The 25th November, 2021

##### Online Transfer Policy of Executive Engineers

**No. 1/126/2021-PH-1.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following Online Transfer Policy, namely:—

1. **Vision:** To ensure equitable distribution of Executive Engineers (Civil) at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the department.
2. **Application:**—This Policy shall be applicable to all Executive Engineers (Civil) who are members of State cadre working on regular basis or on current duty charge (CDC) / Look After Charge (LAC) basis.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
  - (a) **‘Blocked Posts’** means the vacancies of a cadre which remain unfilled at any given point of time due to rationalization.
  - (b) **‘Employees of Special Category’** means the blind employees or the differently abled employees or their children and spouse, women employees, women headed households, widows, widowers, couple case, employee suffering from Diseases of Debilitating Disorder;
  - (c) **‘Prescribed Tenure’** means the tenure of appointment for a period of three years in a particular Division and Six years in a Circle. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a zone to the date of calendar year decided by the competent authority separately shall be counted for transfer irrespective of the fact that he / she has been transferred by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum two years service in a zone;
  - (d) **‘Qualifying date’ for the purpose of calculation of vacant post(s)** shall be decided by competent authority separately of the Calendar year of transfer.;
  - (e) **‘Service’** means duty period and all kinds of leave including extraordinary leave availed by Executive Engineers during the prescribed tenure.
  - (f) **‘Transfer’** means posting/appointment from one Division to another on or before completion of prescribed tenure in a Division;

- (g) **‘Vacant Post for transfer’** means
- (i) a post not occupied by any Executive Engineers;
  - (ii) a post presently occupied by any Executive Engineers for a period of three years or more;
  - (iii) a post on which any Executive Engineer has been appointed by temporary transfer or due to non-availability of online transfer drive;
- Note-1.—** Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant posts for transfer.
- Note-2.—** The post against which any Executive Engineer has been posted/transferred on compulsion of administrative reason or litigation nature shall also not be included in the vacant posts for transfer.
- Note-3.—** Department shall prepare the list of vacant posts for transfer and notify them for the benefit of stakeholder. Depending upon input from stakeholders, such list may be amended if required.
- (h) **‘Division/Circle’** means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of any Executive Engineer for transfer from one Division/Circle to another under this policy;

#### 4. General Principles:

##### (i) Time Scheduled for Online Transfers:

- (a) General transfers online will be made only once in a year. However, transfer/posting necessitated by promotion, posts needed to be filled up in a public interest, can be made anytime by the competent authority.
- (b) The online process will be completed and implemented as per exigency/convenience of the department.
- (c) Every Executive Engineers completing 3 years of stay/ tenure in a particular Division or 6 years of stay/tenure in a Circle whichever is earlier has to be compulsory shifted.
- (d) An Executive Engineer who has completed 3 years or more stay/tenure in a particular Division can opt for his transfer from one Division to another within the same or any other circle, but an Executive Engineer who has completed 6 years or more stay/tenure in a Circle cannot opt for his transfer within the same Circle.
- (e) In case, any Executive Engineer having 6 years or more stay/tenure in a Circle or 3 years or more stay/ tenure in a particular Division do not submit his preference for his / her transfer then he /she is liable to be posted anywhere as per the vacancy. Once posted in a Division / Circle, he / she will not be allowed to submit his/ her option for 2 years and will be transferred as per provision of policy thereafter.
- (f) Executive Engineers can opt for their transfer in their respective cadre only i.e. Civil.
- (g) Minimum stay for seeking transfer under this policy shall be 2 years after which he /she can participate in drive.
- (h) An Executive Engineer shall not be posted in his/ her Home District, except Head Office.
- (i) In case of employees who exhaust their preferred choices, before posting them under ‘Anywhere in the State’ option, they department shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting.

##### (ii) Liable to be posted anywhere:

- (a) Executive Engineers are liable to be transferred under this policy in any Circle or anywhere in the State, in public interest, on completion of prescribed tenure.

##### (iii) Computerization of relevant service record of employees:

The Department shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the department shall be at liberty to post him anywhere in the State.

- (iv) **Rationalization and Blocking of posts:** To avoid disproportionate concentration of employees at a particular station, the department should rationalize their sanctioned post and block actual vacant post to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts as per their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

**5. Merit Criteria for allotment of post:**

- (a) Merit for allotment of vacant post to any Executive Engineer shall be based on the total composite score of points earned by an Executive Engineer, out of 80 points as described below. An Executive Engineer highest point shall be entitled to be transferred against a particular vacancy.
- (b) Age shall be the Prime Factor for deciding the claim of the Executive Engineer against a vacancy since it shall have weight-age of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the Executive Engineer of special categories as indicated below:-
- (A) **Age: The first set of merit points will be the age of the Executive Engineer concerned enumerated below:-**

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for Calculation
1	Age (Present date i.e. (1st January of the year of consideration minus date of birth)	Eldest person shall be given maximum points	60	Age in number of days/365 (maximum four decimal points only)

**(B) Special Category:-**

The Second Set of merit points will come from the special factors enumerated hereinafter with a cap of maximum 20 marks irrespective of the merit point earned:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Gender	Female	10	10 points shall be given to all female Executive Engineers
2.	Special Category female Executive Engineers	Widows/divorced/legally separated/unmarried female Executive Engineer of more than 40 years of age/ wife of serving Military personnel/ Paramilitary personnel working outside the State	10	All females of this category shall be given 10 marks only.
3.	Special Category male Executive Engineers	Widower who has not re-married and has one or more minor children and/ or unmarried daughter(s)	5	Eligible widowers shall be given 5 points only. In case of re-marriage of self or children becoming major or daughter getting married, the employee will have to update his profile on the portal and will not be eligible for this advantage any more.
4.	Differently abled persons	Locomotors/Ortho	20	40% to 60% disability= 10 Marks. Above 60% to 80%=15 Marks Above 80%=20 Marks
		Deaf & Dumb	20	
		Vision	20	

5.	Diseases of "Debilitating Disorders" i.e. (a) Currently suffering from Cancer; or (b) Having undergone by-pass surgery; or (c) Currently undergoing dialysis.	Self	10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh, Medical College of Haryana Government or a Medical Board so constituted.
6.	Diseases of "Debilitating Disorders"	Spouse/ Un-married Children	10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh, Medical College of Haryana Government or a Medical Board so constituted.
6.	Differently abled or mentally challenged children	Male/ Female employee having mentally challenged or 100% differently abled child	10	Male/ Female Executive Engineers having mentally challenged or 100% differently abled children shall be provided maximum 10 points.

**C) Other Points**

1.	Couple case	Female	5	Employees' spouses working in any Department/ Board/ Corporations under any State Govt. or Govt. of India.		
2.	Earning performance	An employee earning good performance through ACR last received during the prescribed tenure.	5	Grading of ACR Outstanding =5 Very good =3 Good =2 Others =0		
3.	Negative performance	<b>Deduction of points in case of awarding minor or major penalty under the HCS (P&amp;A) Rules, 2016 during the year of prescribed tenure.</b>	(-) 7 (-) 3.5	Deduction of points: Under Rule		
				Punishment awarded during the period of prescribed tenure	Major penalty under Rule-4(b)	Minor penalty under Rule-4(a)
				1 case	1	0.5
				2 cases	2	1

				3 cases	4	2
				4 cases	5	2.5
				5 & above cases.	7	3.5
				<b>Note:-</b> 1. Both deductions to be made if two penalties are awarded. 2. The negative marks will be deducted from the maximum admissible 20 merit points.		

(d) The employees who are having 80 % or more disabilities shall be given their choice of posting.

**6. Procedure to be adopted:**

- (i) Head of Department shall seek preferences for choice of stations in a Division /Circle from the eligible employees for transfers. The transfer exercise shall be carried out only through approved web based application.
  - (ii) The option once exercised and confirmed by the employees shall be final and cannot be changed.
  - (iii) Any Executive Engineer, who is due for superannuation within one year or less service shall not be eligible to participate in the transfer drive unless he so desires.
  - (iv) Merit criteria for allotment of station will be as per para 5 above.
  - (v) All transfers shall be implemented within 7 days of their issuance. The Treasury Officers concerned shall not draw the salary of the Executive Engineer, who has not complied with the orders.
  - (vi) The Executive Engineer aggrieved with the transfer process can represent to the department after joining at the new place of posting, within 15 days of issuance of orders, on a grievance redressal forum to be provided by the department for this purpose. Their representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit. Further a Committee headed by the Deputy Commissioner and comprising of CMO and Superintending Engineer of concerned Circle may recommend deputation / temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. The Committee will scrutinize such cases and send their recommendation to the Government which will be dealt under relaxation clause of the Transfer policy.
  - (vii) Online general transfer due to completion of prescribed tenure of 3 years or more in a Division at a place of choice or otherwise shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as provided in Haryana Civil Services Rules, 2016.
- (7) **Bar against canvassing:** No Executive Engineer shall canvass for his/ her case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representation shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per para 6 above.
- (8) **Appointment by promotion:-** Any Executive Engineer taken in a cadre through promotion/repatriation shall be posted in the zone of eligibility and availability.
- (9) **Opportunity of option to certain categories:-**
- (1) The following categories of Executive Engineer will not be transferred unless they desire to participate in the transfer drive:-
    - (a) Executive Engineer having 12 months or less in retirement on the date of next transfer drive;
    - (b) Unmarried female employees upon marriage;
    - (c) Married female employees upon divorce; or
    - (d) widow or widower employees on the death of spouse;

- (2) The newly married or recently divorced female employee shall be given preferred place of posting against vacancy upon request after the transfer drive. However, they shall have to participate in the next transfer drive being married or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
- (10) **Clarification & Implementation:**  
In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary of the department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
- (11) **Power to relax:-**Notwithstanding anything contained in the policy, the Administrative Secretary, Public Health Engineer Department, Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any Executive Engineer to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

DEVENDER SINGH,  
Additional Chief Secretary to Government Haryana,  
Public Health Engineering Department.

**Annexure-I for the post of Executive Engineers**

<b>Sr. No.</b>	<b>Zone</b>	<b>Name of Division</b>	
1.	Ambala	1.	PHED-Ambala
		2.	PHED-Ambala City
		3.	PHED- Naraingarh
		4.	PHED-Panchkula
		5.	PHED-1, Yamuna Nagar
		6.	PHED-2, Yamuna Nagar
2.	Bhiwani	1.	PHED-1, Bhiwani
		2.	PHED-2, Bhiwani
		3.	PHED-Ch/Dadri
		4.	PHED-Tosham
		5.	PHED-Siwani
3.	Gurugram	1.	PHED- Gurugram
		2.	PHED-Faridabad
		3.	PHED-Sohna
4.	Hisar	1.	PHED-1, Hisar
		2.	PHED-2, Hisar
		3.	PHED-3, Hisar
		4.	PHED-Hansi
5.	Jhajjar	1.	PHED-1, Jhajjar
		2.	PHED-2, Jhajjar
		3.	PHED-3, Jhajjar
		4.	PHED-Bahadurgarh
6.	Jind	1.	PHED-1, Jind
		2.	PHED-2, Jind
		3.	PHED-Narwana
7.	Kaithal	1.	PHED-1, Kaithal
		2.	PHED-2, Kaithal
		3.	PHED-Kurukshetra
8.	Karnal	1.	PHED-1, Karnal
		2.	PHED-2, Karnal
		3.	PHED-1, Panipat
		4.	PHED-2, Panipat
9.	Narnaul	1.	PHED-1, Narnaul
		2.	PHED-2, Narnaul
		3.	PHED-3, Narnaul (Ateli)
		4.	PHED-Mohindergarh
10.	Palwal	1.	PHED-1, Nuh
		2.	PHED-1, Palwal
		3.	PHED-2, Palwal
		4.	PHED-3, Palwal
		5.	PHED-Punhana

Sr. No.	Zone	Name of Division	
11.	Rewari	1.	PHED-Bawal
		2.	PHED-Kosli
		3.	PHED-1, Rewari
12.	Rohtak	1.	PHED-1, Rohtak
		2.	PHED-2, Rohtak
		3.	PHED-3, Rohtak
13.	Sirsa	1.	PHED-1, Sirsa
		2.	PHED-2, Sirsa
		3.	Mandi Dabwali
		4.	PHED-Fatehabad
		5.	PHED-Tohana
14.	Sonipat	1.	PHED-2, Sonipat
		2.	PHED (D&P) –Sonipat
		3.	PHED-1, Gohana
15.	O/o EIC, PHED, Head Office, Panchkula	1.	Rural
		2.	Programme
		3.	Monitoring
		4.	Vigilance
		5.	Budget & Accounts
		6.	Coordination
		7.	Urban
		8.	Project
		9.	Works
16.	Anywhere in the State.		

**Note.—** The posts of Executive Engineer in a Zonemay increase or decrease in case of creation or abolition of offices/ posts by the Government.